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12 March 1969

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records II, #6-69
3 - 7 March 1969Student Body

1. 12 students, all but one of whom were CSC Ts, attended the course. Their length of service varied from one year through 12 years (average, 2.25 years) and their grades from GS-08 through GS-10 (average, GS-09).

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2. The one non-CT student, [REDACTED], from Central Cover, attended both this course and CS Records I as part of her program of revising certain Central Cover records to bring them into line with accepted CS Records practise.

Course Curriculum

3. There were no changes in the curriculum.

Course Conduct

4. There were no changes in the presentation of this course.

Speakers

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5. Mr. [REDACTED] of the Asia Branch, Far East Pacific Division of Central Reference Service, gave a very good presentation of the biographic services available to the CS. He received a number of questions, particularly from those CTs with experience in Vietnam, which he fielded nicely.

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6. Mr. [REDACTED] from the Office of Security, gave a good talk on the support which his office can provide to name tracers. He supported his lecture with sample machine printouts and other items from Security files. It is probable that Mr. [REDACTED] will be our Security representative for most of these classes. He appears to be fitting in quite well.

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Chief Instructor's Comments

7. This group differed somewhat from previous CSCT classes, in that most of them had no Agency experience beyond what they had gathered in OFC. A few had acquired some experience, either at a desk or in the field, but it was necessary to check constantly to be sure that the rest understood the terminology and the abbreviations which stood for other parts of the Agency. In general they adapted very quickly. Once the ice had been broken their questions were frequent and to the point. They made considerable use of their own backgrounds for comparison and illustration. To judge by their performance in this class as a group, they should do very well in their interim assignments at the desks.

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[REDACTED]
Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster

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ATTACHMENTS

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